

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Maintenance Mechanic	OFFICE/BRANCH/SECTION 05/Administration/Facilities	
WORKING TITLE Maintenance Mechanic – Maintenance Field Offices	POSITION NUMBER 905-001-6940-xxx	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the general direction of the District Facilities Services Manager, a Staff Services Manager I, the incumbent has the responsibility for implementing District 5 Maintenance's building preventive maintenance program. In this capacity, assists the facilities manager in scheduling, coordinating and implementing the work required under the five-year recurring maintenance plan and undertakes the skilled repairs at the Maintenance field office facilities throughout the District. Performs miscellaneous skilled work in the areas of maintenance, alteration and repair of buildings and mechanical systems.

**TYPICAL DUTIES:**

Percentage		Job Description
50%	E	Maintains and repairs Maintenance building fixtures and equipment including plumbing, heating, water, and sewer systems; performs electrical maintenance and repair work; performs miscellaneous minor building construction and repair work; performs miscellaneous interior and exterior painting; maintains and repairs windows, roof, doors, screens, drains, and shelving; maintains and repairs floor tile and cove base; installs miscellaneous wall fixtures such as bulletin boards, mirrors, and pictures; runs conduit and does security electronic system repairs; replaces light bulbs; keeps tools and equipment in good condition.
25%	E	Performs simple to complex remodels which include relocation of walls, electrical service, telephone line, and computer lines. Does drywall installation, drywall finishing, texturing, and painting. Assists in the movement and of furniture; designs and reconfigures and installs modular furniture; maintains tool control; requisitions supplies; does other work as required.
10%	E	Receives daily work orders and prioritizes repairs based on Health and Safety; independently diagnoses work orders which requires skill and knowledge of building repairs. Prepares estimates and requisitions materials and supplies to complete work orders.
10%	E	Provides oversight for vendors regarding Maintenance Office repair and remodel projects and other building improvements. Works closely with Maintenance personnel on projects to coordinate schedules and minimize disruption.
5%	M	Act as a backup representative for District Office Maintenance Mechanic. Assists with projects throughout the District and field offices.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

None.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Must be able to work independently; read, interpret, and work from plans, drawings, and specification; estimate materials needed; keep records; follow oral and written directions; get along well with others; make appropriate recommendations to District Facilities Management; and read and write at a level appropriate to the classification.

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Superior mechanical ability is a must.

A valid Class C driver's license is required to drive to and from various field office locations to perform duties, and may include overnight travel to the outermost field offices.

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## RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

This position requires knowledge of methods, materials, and equipment used in the operation and repair of plumbing, electrical, water, and sewer systems; materials, methods, and tools used in the repair of mechanical equipment and in miscellaneous building maintenance and repair work. Requires basic knowledge of computers (Windows Office applications) for email and security systems. With minimal supervision or review, makes routine decisions and provides advice and assistance to managers, supervisors and employees in all matters relating to the building maintenance projects. The consequences of poor decisions may be result in costly overruns, and the expenditure of unauthorized funds.

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## PUBLIC AND INTERNAL CONTACTS

Independently confers with all levels (management, supervisors, and staff) within the Department. Must handle sensitive situations with tact and diplomacy.

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## PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Actively supports a safe and hazard free work place through practice of personal safety and vigilance in the identification of safe or security hazards.

Must be physically able to work in extreme hot or cold temperatures, mostly outdoors, completing a variety of physical challenges, such as bending, stooping, pushing, pulling, lifting equipment, and reaching. Moves office equipment and furniture such as: desks, chairs, computers, and furniture. Must be able to work on ladders and elevated platforms. Must be emotionally able to cope with high stress situations in dealing with employees and the public.

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## WORK ENVIRONMENT

This position requires work to be done in both indoor and outdoor settings. Indoor work performed in fairly consistent temperatures. Outdoor work performed in varying degrees of hot and cold temperatures. May be subject to call back and weekend work as needed to keep maintenance facilities operational.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE

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